



GREAT LAKES INTER-TRIBAL COUNCIL, INC.

P.O. Box 9, Lac du Flambeau, Wisconsin 54538

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October 11, 2018

Great Lakes Inter-Tribal Council is a non-profit organization formed by the Native American Tribes of Wisconsin. We serve all WI tribes by providing administration of grant-funded programs either directly or with sub grants. Programs range from Child and Maternal services to Education to Disability and Elder benefits. Our Mission is: *To Enhance the lives of all Native American People.*

The Nutrition Education Outreach Worker Snap Ed

The Nutrition Education Outreach Worker will provide direct education related to basic nutrition, food resource management, and food safety for Supplemental Nutrition Assistant Program (SNAP) participants using evidence-based materials and methods to the Lac du Flambeau and Sokaogon Chippewa Tribes; as well as support other tribal sites through instruction and the development of lessons, education materials and displays. This position will take a leadership role in planning and implementing two separate comprehensive multi-sector, multi-level collaborative efforts. Attendance as scheduled is an essential function of this position. Frequent travel to tribal communities in Wisconsin is required.

Principal Duties: Plan and implement two separate comprehensive multi-sector, multi-level collaborative efforts.

Implement lesson plans for nutrition education sessions with key nutrition and physical activity messages by adapting existing resources or developing additional resources for audiences of all age groups. Create supporting materials for lesson plans to include displays and/or handouts. Work with various tribal sites to complete multi-lesson sessions with established curricula.

Complete appropriate reporting requirements for program information (i.e. participation numbers, program evaluation, etc.)

Assist with development of social media. Participate in tribal and county early childhood and youth coalitions. ***Additional Duties and***

Responsibilities: Work in collaboration with other programs in the service area. Assure that all services are delivered in a culturally competent manner. Attend all training sessions and meetings as scheduled. Perform other duties as necessary to fulfill the responsibilities of this position. ***Working Relationships and Scope:*** Reports directly to the Program Director of the SNAP-Ed Program and will assist with a variety of projects. Regular contact with service providers and families and youth in both one-on-one as well as group settings. Communicates face to face as well as through phone or email. Respects the diversity of the service population and can work effectively with a low income, multi-cultural populations.

This is a nonexempt full-time position working at the main site in Lac Du Flambeau with possible location in the Mole Lake, Red Cliff or Bad River communities. The starting wage for this position is \$16-18 per hour. Average work week 32 hours Regular work hours are Monday through Friday with flexible scheduling based on the needs of the program. There will be some variation in work hours due to special projects, deadlines, and other concerns with benefits including: Annual/Personal Leave and Holiday Pay, Health, Dental, Life & AD&D, STD and LTD Insurance, FSA and 403(b) Retirement Plan. Work is performed mainly in an office environment with minimal exposure to injury. Weekly travel to tribal communities is required to execute the functions of this position. Frequent travel will be required to execute the functions of this position Work is performed mainly in an office environment with minimal exposure to injury. Frequent travel will be required to execute the functions of this position. Position requires bending and lifting up to 15-20 pounds.

Qualifications:

Required High School diploma or equivalent. Prefer experience, or strong interest, in nutrition or related field. Individual must possess: excellent verbal and written communication skills; ability to manage time effectively; self-motivation skills; ability to follow routine instructions and apply logic in the solving of various computer related issues. Must be able to perform basic math (add, subtract, multiply, divide). Must possess valid driver's license and/or reliable transportation with adequate insurance and ability to travel.

To Apply: Preferred method is to apply through **indeed.com**; search using job posting title or organization name. Otherwise, email a resume, cover letter, or application to hr@glitc.org. See the employment page of our website at www.glitc.org for the application.

***Only the most qualified candidates will be contacted for an interview.**

Great Lakes Inter-Tribal Council (GLITC) is an equal opportunity employer that applies Native American Preference as defined in Section 703(i) of the Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-2(i). Consistent with the referenced Native American Preference, it is the policy of GLITC to provide employment, compensation, and other benefits related to employment based on qualifications of the job applied for, without regard to race, color, religion, national origin, age, sex, veteran



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status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, GLITC intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request a needed accommodation from the representative of the Human Resource Department, PO Box 9 Lac Du Flambeau, WI 54538 or phone (715) 588-1069 or (800) 872-7207. Drug Testing required before hire and random thereafter.

****Closing date is: 11/2/2018****